

Crystal Cole

Neenah, WI

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Authorized to work in the US for any employer

Work Experience

Patient Companion

ThedaCare - Neenah, WI

August 2020 to Present

I chart and sit with patients who need extra 1 on 1 attention.

Caregiver for Elderly

MATTHEWS ASSISTED LIVING - Appleton, WI

February 2019 to June 2020

I assist residents with showering , toileting , dressing & serve them meals!

Front Desk Receptionist

Holiday Inn - Appleton, WI

November 2018 to January 2019

Check guests in and out. Answer phones and handle reservations!!

Customer Service Representative

West Corporation - Appleton, WI

February 2018 to September 2018

Make outbound calls to FedEx customers to try and sell or upgrade services

Quality Inspector

Keystone Automotive - Appleton, WI

July 2017 to December 2017

Inspect returned car parts for damage.

Pick parts from shelf

Packer

Menasha Packaging Company, LLC - Neenah, WI

March 2017 to June 2017

Fold glue and package cardboard stands

Cashier/Customer Service

IHOP - Appleton, WI

May 2016 to March 2017

I deal with customers, handling money. On the cash register, carrying plates and taking orders

Salesperson

Waffle House - Douglasville, GA
September 2015 to April 2016

Responsibilities

Interact with customers, handle money, take orders, cook food.

Accomplishments

I've gotten raises

Skills Used

My many years of customer service

Line Lead

Trilliant - Little Chute, WI
March 2015 to May 2015

Watch over line..package coffee fix machine problems.

Server

The Source Public House - Menasha, WI
July 2014 to March 2015

Responsibilities

Take orders, make drinks, carry trays, communicate with customers

Accomplishments

I also was a part of the training team here, was in line for team lead

Skills Used

Worked on my customer service & expanded into a little bartending

Server

Chilis - Appleton, WI
September 2012 to June 2014

Responsibilities

Wait tables, take orders, deal with payments, clean & greet customers.

Accomplishments

I was a team lead & a trainer at Chilis

Skills Used

I have a great personality & I'm very good at communicating with customers

Server and Cashier

Buffalo Wild Wings - Appleton, WI
June 2012 to August 2012

Responsibilities

Took orders, greet customers, carry trays, handle food, take payments.

Accomplishments

I was a part of the training team!

Skills Used

I learned to multi task while working this job. My first serving job. Opened up to my customer service skills.

Education

High school or equivalent

Fox Valley Lutheran

Skills

- Over 3 years serving experience, I am outgoing & great people skills. (4 years)
- Front Desk
- Front Office
- Reception
- Care Giver
- Cold Calling
- Cooking
- Food Handling
- Food Preparation
- Home Care
- Senior Care
- Vital Signs
- Medication administration
- Documentation review

Certifications and Licenses

CPR/First Aid

food handler certificate

CNA

BLS Certification

Additional Information

I am hardworking reliable and dedicated